



TRAINEESHIP AT CEDEFOP

Would you like to gain professional experience in an international environment?

Cedefop, the EU Agency based in Thessaloniki, offers a 9-month traineeship starting on 01/10/2019.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Department for Skills and Labour Market
Project description	<p>The trainee will be involved in skills forecasting project where he/she will contribute to the analysis and dissemination of results. The traineeship will provide an opportunity for trainee's professional development being involved in unique pan-European skills analysis projects.</p> <p>Concrete tasks would include:</p> <ul style="list-style-type: none">- Analysis of skills forecasting data and preparation of country summary tables;- Preparation of infographics;- Preparation of publications on country forecast developments;- Background data analysis and drafting parts of reports for the forecasting reference publication;- Supporting the presentation of forecasting data through Cedefop's web portal and the Skills Panorama;- Analysis of other data, produced by the skill analysis team, and contribution to the dissemination process.
Project outputs / outcomes	<p>Specific deliverables would include:</p> <ul style="list-style-type: none">- Series of country forecasting fiches;- Presentation of skills forecasting data in the web portal and the Skills Panorama;- Skills forecasting reference publication;- Organisational work for dissemination event.
The trainee's main duties and tasks	<p>Data analysis:</p> <ul style="list-style-type: none">- Carry out data analysis and support data validation;- Assess the quality and robustness of results;- Produce ideas for further research. <p>Assisting the publication process:</p>

	<ul style="list-style-type: none"> - Prepare figures and tables; - Draft parts of reports presenting main findings and trends. <p>Contribute to other activities within team:</p> <ul style="list-style-type: none"> - Active participation at meetings. <p>Propose ideas about how to best present the results.</p>
Expected learning outcomes	<ul style="list-style-type: none"> - Obtain the knowledge of Cedefop's skills supply and demand forecasting and other projects on the anticipation of skill needs; - Understand the trends on the labour market in Member States and EU; - Insights into means for data and forecast dissemination; - Build expertise in data handling and in data analysis; - Develop organisational skills for high level events; - Work as part of a multidisciplinary and multicultural team within Cedefop.
ESSENTIAL REQUIREMENTS	
Academic background	<ul style="list-style-type: none"> • Have a Master's degree in economics, econometrics or statistics; • Experience in data handling, statistical analysis; • Experience in drafting reports and presenting in written research outcomes; • Professional use of MS office products or equivalent is a pre-requisite.
DESIRABLE	
Experience/exposure	<ul style="list-style-type: none"> • Understanding of education and training, labour market data and relevant classifications; • Proven skills in labour market analysis, economic modelling and forecasting; • Experience in handling large datasets; • Experience in producing infographics.

For further information and on-line application please visit:

<http://www.cedefop.europa.eu/EN/working-with-us/Traineeships.aspx>



Deadline for the submission of applications: 23/05/2019 at 14:00 Greek time (CET+1).

Only applications submitted on line will be accepted.